

## Course Instruction & Examination Guidelines

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*These Course of Instruction and Examination Guidelines are established by the Alcoholic Beverage Control Board as minimum requirements for all courses and examinations approved for the training of servers, sellers, and managers for certification of the beverage license in the Responsible Vendor Program. These guidelines are designed to provide you, as a prospective course provider, with instructions and resources in designing and compiling a course to be submitted to the Board for approval. Follow these instructions carefully. If you should have questions or need assistance you may contact the Responsible Vendor Division Office at (334) 271-3840 or by email to RVP@abcboard.alabama.gov.*

### **Things to Remember:**

- These are minimum standards. Additional information or instruction may be added to your course as deemed necessary.
- Course material should be simply stated and presented.
- Courses and examinations must be specific to on-premises, off-premises, or special events.
- Server or seller courses may be combined with the manager course and examination. However, on-premises, off-premises, and special events server and seller courses and examinations may not be combined.

### **Steps to Course(s) and Examination(s) Approval:**

- Courses and examinations must be at least in typewritten form. Courses, examinations, and answer-keys must be submitted together. In addition, any audio-visual components must be submitted.
- Complete and submit the [Application for Course and Examination Approval \(RVP-22\)](#).
- Your course and examination will be reviewed when received by the Responsible Vendor Division Office. You will be notified of any required modifications.
- When your course and examination are determined to meet the minimum requirements as outlined herein, a *Letter of Course Approval* will be issued. The course approval will be effective until June 30 of any year, at which time a renewal application for approval must be submitted. The certification will include the course approval ID number(s). (These numbers are required on the [Report of Server, Seller, or Manager Training Form \(RVP-2\)](#) to identify the approved course used to train employees.)

### **DISCLAIMER:**

Portions of Alabama State Laws to be included in approved courses are provided for you as a resource only. No interpretation of the law is provided nor implied by these guidelines. Citations are provided in order that each law can be easily found for a full reading.